



Fetzer Institute

Position Announcement

PROGRAM OFFICER FOR EVALUATION

The Fetzer Institute announces an opening for a full-time program officer to assist in the development and implementation of an integrated evaluation function that directly reflects the Institute's mission and goals. Qualified applicants will possess an advanced degree in Evaluation and Measurement or a relevant discipline, a minimum of five years experience in project development and execution, and substantial experience with research design and methodology.

The Fetzer Institute is a private operating foundation with an endowment of approximately \$420 million and a mission "to foster awareness of the power of love and forgiveness in the emerging global community." The Institute was founded by John E. Fetzer (1901–1991), a broadcast pioneer and owner of the Detroit Tigers, who was deeply influenced by many spiritual traditions and who held a keen interest in the relationship between the inner life of spirit and the outer life of service in the world.

The Institute comprises a board of trustees, a staff of 55, and 16 advisory councils that help shape its work. The Fetzer Advisory Councils represent diverse sectors of work: Design; Education; Information and Communications; Humanities; Arts; Law; Social Sciences; Non-Governmental Organizations; Governing; World Religions and Spiritualities; Natural Sciences; Engineering; Labor, Trades, and Crafts; Business; Health; and Sports, Physical Training, and Embodied Spiritual Practices.

Key responsibilities of the program officer include:

- Coordinating the development of an Institute-wide, mission-based, comprehensive evaluation framework and plan linked directly to the Institute's research design model and ensuring that the Institute mission and priorities in the areas of research, education and teaching, and outreach are reflected as appropriate in the evaluation framework.
- Providing leadership and support to program staff as they develop projects, by reviewing and approving all proposals to ensure that the evaluation function and research design are coordinated.
- Assisting in the development of systems, processes, and tools to capture and evaluate knowledge generated by Institute projects in order to help identify themes and trends, and assess outcomes and impact.
- Developing metrics and establishing baseline data against which the Institute can measure progress towards its vision and goals across all programs, as well as helping to identify metrics and goals specific to individual projects as appropriate.
- Developing tools and technologies to enter, store, analyze, and generate reports on internal performance metrics, as well as partner performance, project activity, and lessons learned.
- Assisting in the design, development, and implementation of a data management system and processes to ensure accurate data to evaluate.
- Working with communications staff and other senior leadership to help identify information appropriate for dissemination via Institute communication channels and develop a process of regular external communication of project activity and lessons learned, consistent with the Institute's communications plan.
- Analyzing data and preparing reports on individual projects and evaluation updates for the Board, staff, advisors, and external partners.

- Providing training and support to program staff as needed to assist with the evaluation functions.
- Completing other duties and special projects as assigned.

The successful candidate will possess:

- An advanced degree in Evaluation and Measurement or a relevant discipline, a minimum of five years experience in project development and execution, and substantial experience with research design and methodology or an equivalent combination of education and experience. Experience in philanthropy is helpful.
- Excellent conceptual, analytical, and critical thinking skills and the ability to absorb the broader meaning and context of the Institute's work in relation to its mission and the Institute's areas of interest.
- Exceptional written and oral communications skills, including the ability to translate research and evaluation concepts and results into language that can be readily understood by a diverse audience.
- The ability to solicit ideas and interactions from others, and work in a consultative, collaborative mode.
- The ability to work effectively in an organization that places a high value on relationships and an orientation to listening and learning.
- A demonstrated ability to work with and relate to diverse, highly qualified individuals.
- A strong sense of authenticity and integrity, a healthy sense of humor, respect for diversity, and high ethical standards.
- An understanding of and commitment to the mission and goals of the Institute.

The Institute offers a unique working environment and a competitive salary and benefits package. To learn more about the Fetzer Institute, please visit www.fetzer.org.

We encourage applications from people representing diverse backgrounds. Qualified candidates should e-mail (preferred method) or mail a letter of interest and résumé by June 27 to:

Job611@fetzer.org
 (please use "job611" in the subject line)
 Human Resources
 Fetzer Institute
 9292 West KL Ave.
 Kalamazoo, MI 49009

The Fetzer Institute is an Equal Opportunity Employer